

## Tentative Agenda

8:30-9:00	Registration
9:00-12:00	Welcome and Introductions TSO Overview Quarterly Reporting Monthly Invoicing Family PACT Basics Clinic Outreach Strategies
12:00-1:15	Lunch (on your own)
1:15-4:00	Statewide Evaluation Local Evaluation Clinic Tracking Strategies

## Directions

Directions and a map to the Orientation location will be sent with your confirmation email.

If you are flying, the Super Shuttle from Sacramento International Airport to the hotel is \$12 per person each way. For reservations, call (800) BLUE-VAN or visit [www.supershuttle.com](http://www.supershuttle.com).



# TeenSMART Outreach Orientation

Friday, June 11, 2004  
9:00 am – 4:00 pm

1500 Capitol Avenue, Auditorium  
Sacramento, CA 95814

Sponsored by  
**California Department of Health Services**  
**Office of Family Planning**

## Purpose of Orientation

This orientation will provide TeenSMART Outreach staff with a review of OFP's administrative, grant and program requirements and tools to help them implement their local programs.

Participants will:

- Understand the OFP mission and organizational structure
- Understand the link between TSO and the Family PACT Waiver
- Understand the statewide outcome and local Comprehensive Program Improvement (CPI) evaluation
- Learn the TSO reporting and invoicing requirements
- Discuss strategies for client outreach and tracking

## Mandatory Participation

OFP requires the participation of two staff per TSO program. It is highly recommended that an administrative person (Project Director) and a lead program (Program Coordinator) staff person be present at this meeting.

## Travel Recommendations

For out-of-town travelers, one overnight stay may be needed for the night of June 10. Participants are expected to attend the entire event, starting at 9:00 a.m. on June 11. Please contact Lise Ching for travel and hotel questions at (916) 650-0453.

## Questions

For questions about the Orientation, please contact Lise Ching at (916) 650-0453 or Sharlyn Hansen, OFP Nurse Consultant at (916) 650-0437.

## Registration\_\_\_\_\_

### TeenSMART Outreach ORIENTATION

**Fees:** There is no fee for the Orientation. However, pre-registration is required.

**Registration Deadline:** June 3, 2004

**To Register:** Mail or fax one registration form for each person before the deadline. Duplicate form if necessary. Confirmation letters will be e-mailed prior to the workshop and will include specific location, directions and other details. For more information regarding registration, contact Lise Ching at (916) 650-0453.

***Please PRINT clearly***

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary FamilyPACT Provider # under which services are provided (required) \_\_\_\_\_

Do you have any special access needs or require an ASL interpreter? ☐ Yes ☐ No If yes, Lise Ching will contact you. \_\_\_\_\_

#### Mail to:

Lise Ching, Project Liaison  
Office of Family Planning  
P.O. Box 997413, MS8402  
Sacramento, CA 95899-7413

**Fax to:** (916) 650-0468

**Email to:** lching@dhs.ca.gov